

SOCIAL SECURITY NUMBER CARD REFERRAL

Case Name		
Case Number	Worker ID	Other ID as required
County	520 - - County Code	Date

INSTRUCTIONS

In order to determine eligibility for Department of Workforce Development program benefits, the persons listed below must apply for a Social Security Number Card. To apply you need:

- This form; and
- Proof of age, identity, and citizenship or alien status for each person; and
- Form SS-5, "Application for a Social Security Number Card," for each person.

See the back of this form for examples of proofs of age, identity, and citizenship or alien status.

Persons age 18 or older who have never had a Social Security Number Card before must apply for a card in person at a Social Security Administration office. Aliens, whose immigration documents should not be mailed, must also apply in person. Others may apply in person or be mailed. If you wish to apply by mail, send the required forms and proofs to the Social Security Administration office at the address given in the box below.

After you have applied, the Social Security Administration worker will complete the bottom section of this form and return the form to you or mail it to your caseworker. If the form is returned to you, give it to your supportive services planner as proof that you have applied for a Social Security Number Card(s).

PERSONS WHO MUST APPLY FOR A SOCIAL SECURITY NUMBER CARD

Department of Workforce Development		Social Security Administration	
Address		Address	
City	State	City	State
Zip Code	Telephone	Zip Code	Telephone

SOCIAL SECURITY ADMINISTRATION CERTIFICATION

Please assist the above-named person(s) in applying for a Social Security Number Card. Sign this form and return the white copy to the applicant or mail it to the Department of Workforce Development at the above address. Keep the yellow copy for your records.

I certify that on _____, 19 ____, the above-named person(s) applied for a Social Security Number Card.

Signature	Title	Date Signed
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PLEASE WRITE ANY REMARKS ON THE BACK OF THE WHITE COPY, THANK YOU.

Re: 7CFR 273.6; 42CFR 205.52
Wis. Stat. § 49.19(3)(6); 49.50(10)

White and yellow copies - to SSA; SSA signs off, keeps yellow copy and sends white copy to agency Pink copy - Case Record

An applicant for a Social Security Number Card must provide proof of age, identity, and US citizenship or lawful alien status. All documents submitted as evidence must either be originals or copies certified by the issuing agency. The Social Security Administration (SSA) **will not accept** uncertified or notarized photocopies.

If you have any questions about proper evidence, or need help in obtaining documents, please call or visit your nearest SSA Office.

SECTION I: US CITIZEN - BORN IN THE USA - APPLYING FOR ORIGINAL NUMBER

Please submit one document from List A and at least one from List B

List A - Evidence of age and citizenship

One of the following records established before your 5th birthday:

- Public birth certificate (this is the **preferred** document; you should submit it if possible)
- Religious record showing age or date of birth (to establish citizenship, it must have been recorded within 3 months of birth)
- Hospital record of birth

If your birth was never recorded or the public record no longer exists, submit documents from List B for evidence of age and citizenship. At least one document must show your name, age or date of birth, and your place of birth. It should be at least one year old.

List B - Evidence of identity

A public or hospital birth record is not considered evidence of identity. An identity document should contain enough information to identify you. Some items SSA looks at on the document are name, age, address, signature, physical description, and picture. Examples of such records are:

• Identity card	• School record	• Marriage or divorce record
• Driver's License	• Medical record	• US passport
• Adoption record	• Work badge or building pass	• US citizen I.D. card
• Insurance policy	• Military record	• Court order for name change
• Youth organization record	• Religious record (if not submitted as evidence of age)	
• Any other document providing identifying data sufficient to establish proper identity		

SECTION II: US CITIZEN - BORN OUTSIDE THE USA - APPLYING FOR ORIGINAL NUMBER

If you were born outside the U. S. but are a U. S. citizen you should submit either:

1. US consular report of birth (FS-240 or FS-545) and evidence of your identity (see Section I, List B); **OR**
2. Your foreign birth certificate (if not readily available, another document showing age or date of birth) and one of the following:

• US Citizen	• US Passport
• Citizenship Certificate	• Certificate of Naturalization

SECTION III: ALIEN - NOT A US CITIZEN APPLYING FOR ORIGINAL NUMBER

If you are an alien living in or visiting the U. S., you should submit your foreign birth certificate (if available) or passport and one or more of the following:

- Alien Registration Receipt Card I-151 or I-551
- US Immigration Form I-94 (and I-201D, if applicable), I-181a, I-185, I-186, I-210, or I-568 (and I-444, if applicable)

SECTION IV: ANY APPLICANT REQUESTING A REPLACEMENT (DUPLICATE OR CORRECTION)

You must present evidence at least of your identity, such as one or more of the documents mentioned in Section I, List B or in Sections II or III. In addition, if you are foreign born (or US born but no longer a US citizen) you must submit evidence of your current US citizenship or lawful alien status. After SSA examines your documents you may be asked for additional evidence of your age or US citizenship or lawful alien status.